



Information Guide for the Community Access Pilot Program (CAPP) FY14

July 1, 2013 - June 30, 2014



Silver Spring Civic Building at Veterans Plaza

The pilot program is intended to provide financial assistance and increase opportunities to groups, organizations, and community members that meet the eligibility criteria.

A Review Committee evaluates applications for this program. Financial need will be given priority consideration under this pilot program and all applicants approved under this pilot will share a portion of costs related to benefits to the community.

Eligible groups may include:

- Various community groups (youth, faith based, art, cultural, clubs, sorority/fraternity, etc.) that are working on improving and/or positively impacting others in Montgomery County.
- Civic Groups - including but not limited to homeowners associations, neighborhood associations, tenant associations, senior citizen groups, etc.

Criteria for organizations to qualify for the CAPP:



The group submits application as a local based non-profit or charitable organization or locally focused program.

- **Rationale:** Assistance should be available to organizations whose mission focuses on service to the community or to the less advantaged members of the community.

The group can provide proof of registration as a non-profit under the appropriate section of the IRS tax code 501(c) (3), (4), (6), (7), etc.

- **Rationale:** This criterion ensures that non-profits are given greater consideration.

The group is based in Montgomery County and/or its primary mission is to serve the residents of Montgomery County.

- **Rationale:** All funding for this program is from Montgomery County taxpayers. This criterion is not intended to eliminate groups whose purpose is focused on a wider, i.e., state or national, area of service if they have a significant presence, e.g., a chapter, in Montgomery County and are serving its residents

Events shall be open to the public and/or designed to engage the community.

- **Rationale:** In keeping with the County's objectives, events should be welcoming to all sectors of Montgomery County.



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The CAPP Application is posted online at the Community Use of Public Facilities (CUPF) website: www.montgomerycountymd.gov/cupf

Process as of July 1, 2013 (FY14):



Step 1

Submit NEW CAPP Application form. To receive consideration under this program, the New FY14 CAPP application is required. All dates approved must occur during July 1, 2013 – June 30, 2014.

- A date will **not** be reserved until funding has been determined.
- Applications will be processed on a first-come, first-served basis.
- Allow a **minimum of 45 days** for the review and processing of an application.
- Applicants are advised to plan in advance and provide preferred and alternate dates.
- Applicants are advised to provide all items requested to avoid processing delays. Incomplete applications will not be processed.

Step 2

A Pilot Program Review Committee will review applications and determine whether or not the applicant qualifies based on the above criteria and for how much.

Step 3

Review Committee will approve or deny the application and then forward CAPP result to CUPF for notification. Then CUPF staff will notify the applicant of the decision/award.

Step 4

Based on availability, applicant will then schedule a date and time for a requested event with CUPF staff. CUPF will issue a permit for the space/event once full payment (CAPP applicants share) is received.

If awarded, you are responsible for:

- Reserving space (note: a date **will not** be reserved until funding has been determined).
- CAPP applicants share and any additional costs incurred after the award is made.
- All space should be reserved at least 10 business days before the event.
- Coordination of logistics with CUPF staff.
- All permits related to your use (i.e. *Board of Liquor Control, Department of Transportation, Health and Human Services). *Operations Manager must sign off on BLC permit.

If you are not approved:

Groups not approved for assistance may pursue facility use directly through CUPF (i.e. non-CAPP application).

Adjustments after an award:

User is responsible for any additional charges after award is made.

Note:

The County reserves the right to withdraw funding assistance should the County determine that the actual activity was significantly inconsistent with the activity considered by the Review Committee (ex. an application for an event to serve the community was used for partisan/political purposes or personal gain, a community meeting was used for a major celebration, etc).





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Additional requirements:



Licenses and insurance:

- For special events in the Great Hall or Veterans Plaza, or as required by the County due to associated risks, the user must provide a Certificate of General Liability Insurance naming the County as additional insured.

Alcohol permits:

- **Events that plan to serve alcoholic beverages** may be approved to receive funds under this pilot program but no funds provided by the County may be used to purchase alcoholic beverages or be in any way associated with the sale or distribution of alcoholic beverages. The organization will be required to follow County policies on use of alcoholic beverages at events.

Other important information:

- Selected groups under this pilot program must sign a Facility Use License Agreement and comply with all applicable building use guidelines/requirements.
- Participation must be free of charge or at minimum cost to all participants unless exempted as noted below.
 - The exception to the above requirement is when the event is a fundraising event for community use and/or benefit.
 - Private fundraising events will not be eligible for pilot program funds.
- Approval for an award does not guarantee space on a particular date, time or room. CUPF will accommodate schedules as much as possible, but may suggest alternate dates or rooms.
- Award is non-transferrable. Awards may not be extended to include another group.

CUPF provides logistical support in scheduling only. Due to limited resources, CUPF staff is not able to run projection equipment or manage the event's activities. However, staff will be on hand to assist the lead contact for the event in using the facility. Applicants are required to provide for event management, equipment or other services not customarily available. Additional rooms/equipment or changes in the schedule may not be requested on the day of the event unless approved by CUPF staff.

For information on the building and amenities, visit montgomerycountymd.gov/cupf



Thank you for taking the time to read about the Community Access Pilot Program. We look forward to working with Montgomery County's diverse community members in this second year of the pilot program.

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